

AGENCY			
CYCLE		SYSTEM	
PREPARED BY			

6.2.4.3.8	Receivables	Effective Date:	July 1, 1991		
		YES	NO	N/A	
6.2.4.3.8.a	Are responsibilities for billing, collection, cash receiving, receivables accounting, and the maintenance of general ledger control accounts assigned to provide division of duties?				
6.2.4.3.8.b	Are receivables recorded promptly in the proper funds and accounts when goods and/or services are provided?				
6.2.4.3.8.c	Are separate accounts maintained for each major category of receivables to ensure the clear and full disclosure of the agency's resources in its financial reports?				
6.2.4.3.8.d	Are accounts receivable records adequately safeguarded and access to these records restricted to only authorized employees?				
6.2.4.3.8.e	Are control accounts balanced with the detailed ledgers at least monthly?				
6.2.4.3.8.f	Are disputed billing amounts promptly investigated by an individual independent of receivables record keeping, and are credit adjustments approved by the proper authorities?				
6.2.4.3.8.g	Are pre-numbered credit memorandum forms used?				
6.2.4.3.8.h	Are receivable accounts reviewed periodically for credit balances?				
6.2.4.3.8.i	Is there an independent verification of quantities, prices, and clerical accuracy of billing invoices?				
6.2.4.3.8.j	Are billings prepared fully and promptly, and statements sent to all customers on a regular basis?				
6.2.4.3.8.k	Are receivable accounts aged monthly and reviewed by authorized personnel?				
6.2.4.3.8.l	Are written collection procedures established and being utilized to promptly follow up on past due receivables?				

6.2.4.3.8.m	Are procedures developed to address uncollectible accounts and the write-off of such accounts, and do write-offs receive the proper level of authorization?			